

## **CITY OF SAINT PAUL MINNESOTA PAID FAMILY AND MEDICAL LEAVE POLICY**

**Effective Date: January 1, 2026**

### **1. STATEMENT OF POLICY:**

In accordance with the State of Minnesota's Paid Family and Medical Leave Act, the City of Saint Paul will grant paid family and medical leave (PFML) to eligible City employees for up to twelve (12) weeks per continuous twelve (12) month period for a qualifying reason under (A) Medical Leave or (B) Family Leave; or for up to twenty (20) combined weeks per continuous twelve (12) month period for qualifying reasons under both (A) and (B). Qualifying reasons will be honored as required under Minnesota law, which include:

#### **A. Medical Leave**

- For the employee's own serious health condition which makes the employee unable to perform the functions of the employee's job. This includes pregnancy, childbirth, and recovery.

#### **B. Family Leave:**

- Bonding time following the birth, adoption or foster care placement of a child;
- A qualifying exigency arising out of the fact that an employee's family member is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- For the employee's absence due to domestic violence, sexual assault, or stalking of the employee or employee's family member provided the leave is to:
  - Seek medical attention related to the physical injury or disability caused by domestic abuse, sexual assault or stalking;
  - Obtain services from a victim services organization;
  - Obtain psychological or other counseling;
  - Seek relocation due to the domestic violence, sexual assault or stalking;
  - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic violence, sexual assault or stalking.
- To care for a family member of the employee if such family member has a serious health condition. Qualifying relationships are limited to those covered under Minnesota Paid Family Medical Leave, which include:
  - Spouse or domestic partner
  - Child (biological, adopted, foster, stepchild, of employee or employee's domestic partner, or child of employee in loco parentis)
  - Parent (biological, adopted, foster, stepparent, parent-in-law), guardian, de facto custodian, or person who was in loco parentis when employee was a child
  - Sibling

- Grandparent or spouse's grandparent
- Grandchild
- Son-in-law or daughter-in-law
- Any individual who has an expectation of care from the employee without compensation, whether or not they reside with the employee

## **2. DEFINITIONS:**

“Twelve (12) Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

“Serious Health Condition” is recognized by this policy as defined under MN Stat. 268B and means a physical or mental illness, injury, impairment, or substance use disorder that involves:

- Inpatient care; or
- Continuing treatment by a health care provider for a chronic or long-term health condition

## **3. COVERAGE AND ELIGIBILITY:**

Covered employees include full-time, part-time, temporary, and seasonal workers who have earned at least 5.3% of the statewide average annual wage in the past year and who perform at least 50% of their work from a location in Minnesota or who live in Minnesota at least 50% of the time and perform some of their work in Minnesota. If eligibility requirements change under Minnesota law, this policy will follow those eligibility requirements.

To qualify for PFML, the leave must be or have been based on a single event of at least seven calendar days' duration related to medical care related to pregnancy, family care, a qualifying exigency, safety leave, or the applicant's serious health condition. The days must be consecutive, unless the leave is intermittent. Benefits related to bonding leave need not meet the seven-day qualifying event requirement.

## **4. NOTICE REQUIREMENT:**

An employee is required to provide the City at least a thirty (30) day notice in the event of a foreseeable leave and may request leave as early as sixty (60) days prior. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable. Once an employee recognizes a need for leave and would like to request PFML, to ensure coverage, the employee must:

1. Complete a “Request for Family/Medical Leave” form and submit it to the Office of Human Resources.
2. Contact the State of Minnesota Contact Center at 651-556-7777 or 844-556-0444 (toll free) to apply for Paid Family Medical Leave as the City's Paid Family Medical Leave administrator.
3. Contact the City's FMLA leave administrator, The Standard, at 866-756-8116, and submit requested documentation.

## **5. CERTIFICATIONS:**

For all leaves, the employee must complete the applicable certification form and return it to the designated leave administrator for approval.

All documentation related to the employee's or family member's condition will be held in strict confidence and maintained in the employee's medical records file.

## **6. JOB PROTECTION:**

Under Minnesota statute, job protection is available to qualified City employees who have been employed at least 90 days, although a new employee may still be eligible for PFML without job protection, dependent upon prior employment history.

If the employee returns to work following the approved leave period, the employee will be reinstated to the employee's former position or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

## **7. INTERMITTENT OR REDUCED LEAVE:**

PFML may be continuous or intermittent as required by Minnesota law.

If "medically beneficial," due to the serious medical condition of the employee or that of the employee's covered relative, leave may be taken on an intermittent schedule. If leave is requested on this basis, however, the employee may be required, in accordance with applicable law, to have job duties changed or reduced, or to transfer temporarily to an alternative position with equivalent pay and benefits which better accommodates recurring periods of absence or a part-time schedule until leave usage has been reduced or concluded.

Employees with intermittent leave who are unable to give prior notice should follow call-out or reporting procedures per department policy and/or their collective bargaining agreement.

The City will cap intermittent leave at the maximum allowable by law, which is 480 hours in a 12-month period. Once the maximum amount of intermittent leave has been met, any additional qualifying leave must be taken continuously.

Intermittent leave may be taken in increments of at least 15 minutes.

## **8. PAY DURING PFML:**

Employees must apply and be approved directly with the State of Minnesota, to receive payment from the State of Minnesota during qualifying PFML. PFML offers partial wage replacement. PFML will pay a percentage of wages based on the employee's income level calculated by the State of Minnesota.

Employees using PFML for the birth, adoption or placement in foster care of a child will receive paid parental leave in accordance with the City's Paid Parental Leave Policy or their collective bargaining agreement, if eligible, though any period of City Paid Parental Leave will not extend the employee's total length of leave under PFML.

Employees may use short-term disability (if eligible). If an employee is enrolled in short-term disability and/or Minnesota Paid Family and Medical Leave, their pay will be coordinated with the short-term disability and/or Minnesota Paid Family and Medical Leave vendor or administrator, if applicable, so that it does not exceed 100% of their gross pay.

If an employee is eligible for Minnesota Paid Family and Medical Leave, the City may not require the supplementation of accrued sick, compensatory, and/or vacation time per state statute to cover any unpaid time, but the employee may choose to do so. It is the employee's responsibility to communicate with their supervisor and payroll if they would like to use paid leave accruals to "top off" PFML payments while on leave.

PFML shall run concurrently with other federal and state qualifying leaves, leaves under City of Saint Paul Civil Service Rules, other City policy leaves, and leaves identified in collective bargaining agreements, except where prohibited by law or contractual language.

Employees collecting workers' compensation benefits are not eligible for PFML payments from the state.

## **9. BENEFITS COVERAGE:**

An employee qualified for PFML will continue to be covered under the City's group health insurance plan, life insurance plan, and long-term disability plan under the same conditions that coverage would have been provided if the employee had been continuously employed during the leave period.

Employee insurance premium contributions will continue to be deducted from their paycheck as long as they are receiving pay through sick, vacation, compensatory time, and/or paid parental leave. Should an employee exhaust, or choose not to use, City-paid accruals, the employee contribution will be billed directly to the employee by the City benefits administrator. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave. If an employee's contribution is not paid by the due date on the bill the employee's coverage will lapse.

An employee is not entitled to seniority or benefit accrual (such as vacation and sick leave) during periods of unpaid leave but will not lose anything accrued prior to leave.

To apply for PFML, or to request further information, please reach the Minnesota Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll free).

## **10. PAYROLL TAX**

Beginning January 1, 2026, the State will implement a payroll tax for Minnesota paid leave. The City will pay the required 50% employer contribution. The employee will pay the remainder via payroll deduction.